

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: SUPERVISING RESEARCH ANALYST

LOCATION: SAN FRANCISCO, CA

JOB REQUISITION: 3325

OVERVIEW

The Judicial Council of California, Administrative Office of the Courts (AOC) in San Francisco is accepting applications for one Supervising Research Analyst position with the Statistics and Information Group within the Office of Court Research of the Executive Office Programs Division.

Reporting to the manager of the Office of Court Research, this position will lead a range of projects related to the management and improvement of trial court operational data. Projects that the Supervising Analyst will lead include but are not limited to: annual production of the Court Statistics Report (CSR), content and graphic review and revision of the CSR, management of the quality control cycle for trial court data, on-going response to and documentation of data reporting questions, supporting the extraction of data from legacy case management systems, development and implementation of Judicial Branch Statistical Information System (JBSIS) training, liaison for the JBSIS data warehouse to the California Case Management System (CCMS), data auditing, and the development and production of statistical reports using trial court data.

RESPONSIBILITIES

Supervision, Leadership & Direction

- Oversees on-going quality control of trial court data including the provision of information to trial courts regarding data reporting questions, the documentation of this information, and the creation and dissemination of quality control reports to the trial courts;
- Provides technical leadership to staff in their particular areas of responsibility especially as related to the automation of data extraction, transmission, loading and publication;
- Serves as principal liaison for JBSIS to the California Case Management System
- Organizes and leads meetings of subject matter experts and trial court executive officers to evaluate and recommend changes to JBSIS;
- Directs the annual production of the Court Statistics Report (CSR);
- Manages the evaluation and implementation of CSR redesign;
- Directs the development and implementation of Judicial Branch Statistical Information System (JBSIS) training;
- In collaboration with the Information Services Division, provides assistance to the trial courts in the production and transmission of JBSIS reports, including the transition from E-form to Web Portal, and ultimately in the CCMS Statewide Reporting Data Warehouse (SWRDW) environment

Research & Analysis

- Analyzes JBSIS, CCMS and legacy case management systems technical specifications and recommends modifications to the systems as necessary to improve the quality, consistency and timeliness of data;
- Develops recommendations, cost/benefit analyses and budget change proposals;
- Prepares recommendation for new hardware and software based on functional analysis of JBSIS data warehouse, CCMS and legacy case management systems;
- Keeps current on court operations, technology, policy and procedures

Consultation

- Responds to questions and provides information/data to management, staff, outside agencies, and the public;
- Meets with managerial and executive staff to provide ongoing assessment of long-term, branchwide needs for statistical information; and
- Visits trial courts, Regional Offices, appellate courts, and assigned project sites

QUALIFICATIONS

Equivalent to possession of a bachelor's degree, preferably with major course work in statistics, mathematics, social science, or public or business administration with a concentration in research methods, and four years of professional analytical research and planning, including a minimum of one year of supervisory experience.

Additional directly related experience may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one of the four years of required experience.

OR

One year as a Senior Research Analyst or two years as a Research Analyst with the judicial branch.

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, performance review and evaluation, and employee training and discipline.
- Principles and techniques of qualitative and quantitative research, including statistics and statistical analysis.
- Research design methods and analysis plan development.
- Principles and techniques of database management.
- The use of specified statistical applications (e.g., SAS, SPSS) for the design and management of routine reports, and development of special reports as required.
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Plan, organize, supervise, review, and evaluate the work of others.
- Use initiative and independent judgment within general policy guidelines.
- Organize, prioritize, and coordinate work activities and meet critical deadlines.
- Develop and implement goals, objectives, policies, procedures, and work standards.
- Develop effective work teams and motivate individuals to meet goals and objectives and provide customer services in the most effective and efficient manner.
- Supervise and direct the work associated with complex research and planning projects.
- Compile, analyze, and summarize information and data.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheets, and statistical applications.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact and discretion in dealing with those contacted in the course of the work.

DESIRABLE QUALIFICATIONS:

- Knowledge of principles of database design, data modeling, data warehouse, and data quality management;

- Knowledge of principles of database query languages and reports (such as SQL and Crystal Report) and Business Intelligence (BI) tools; and
- Knowledge of court operations as related to JBSIS data definitions as well as more general knowledge of trial court operations across the entire spectrum of case types heard in the trial, appellate and supreme courts.

Please note: If you are selected for hire, the Administrative Office of the Courts will require verification of employment eligibility to legally work in the United States.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply immediately, however this position will remain open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers and search for Job Req-3325, Supervising Research Analyst. This position requires the submission of our official application.

OR

To obtain a printed application, please download a copy from the Careers page on our website under the Special Access and Application Help section OR visit:

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San Francisco, California 94102-3660
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PAY & BENEFITS

SALARY RANGE: \$7,214 - \$10,146
(starting salary will vary between \$7,214 - \$7,935)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$115 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(K) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Disability Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.